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**Subject: WIC Out-of-State Transfer Card Acceptance**

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Effective Date: October 1, 2004

Revised from:

**Policy:** A WIC Transfer Card (Verification of Certification) from a WIC agency outside of Kansas is valid until the certification period expires and must be accepted as proof of eligibility for WIC benefits based on income and nutritional risk. The clinic must also document identity and residency for a transferring client and caregiver.

In the event of a waiting list, clients with a valid WIC Transfer Card must be transferred into the clinic regardless of waiting list restrictions.

**Reference: CFR §246.7(k)**

**Procedure:**

1. When a WIC Transfer Card (Verification of Certification) is presented, staff must review the name, certification date, and date certification expires for validity.
2. If the client is within a certification period, complete the KWIC Transfer From Out-of-State wizard, using information from the WIC Transfer Card.
  - a. Accept the Transfer Card as proof of income and nutritional eligibility.
  - b. Document proof of residency and identity for client (and caregiver identity for clients who are infants and children.) Follow normal policy if a client does not bring proof or if proof does not exist. (See Certification Visit.)
  - c. Accurately enter the date of the certification from the Transfer card as the Eligibility Begin Date. Using the current date causes KWIC to calculate the certification period from the current date, thus incorrectly extends the certification period.
  - d. Make appropriate referrals, including to WIC nurse or dietitian, if needed.
  - e. Record any other appropriate information.
3. Review Rights and Responsibilities and obtain the client/caregiver's signature. Destroy the Transfer Card after the information is documented in the KWIC Transfer From Out-of-State wizard.
4. Assess secondary nutrition education needs based on risk level and time before certification ends. Schedule as appropriate.
5. Collect, void and return any checks issued by the out of state agency. Shred the checks if the originating agency's address is unknown.

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6. Prescribe a food package and issue checks. See Transfers Using a Non-contract or Special Formula for clients transferring with a food package for any formula other than a Kansas rebated formula.
7. Issue a WIC Program Identification Card/Check Folder and explain check usage procedures.
8. If the individual claims to be a transfer but lacks a valid WIC Transfer Card (Verification of Certification) documenting current WIC enrollment, the receiving clinic may contact the initiating agency by telephone to attempt to obtain transfer information. If this is impractical or the information is unavailable, a certification appointment should be scheduled as if the person were a new applicant.
9. In the event of a waiting list, clients with a valid WIC Transfer Card must be transferred into the program regardless of waiting list restrictions.
10. See WIC Overseas Program for details related to accepting a Transfer Card (Verification of Certification) from military clients, civilian clients who work for the military and employees of companies that contract with the military when transferring stateside from overseas.